

INSTRUCTIONS
for preparation of the

ANNUAL OPERATIONS PLAN
Fiscal Year 2004



**Performance Budgeting
and Accountability Agencies**

DEPARTMENT OF FINANCE & ADMINISTRATION

OFFICE OF BUDGET

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ANNUAL OPERATIONS PLAN
FOR FISCAL YEAR 2004

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ALL FORMS ARE AVAILABLE ON THE DFA - OFFICE OF BUDGET WEB SITE
www.accessarkansas.org/dfa/budget

GENERAL INSTRUCTIONS FOR PREPARATION OF THE ANNUAL OPERATIONS PLAN FOR FISCAL YEAR 2004

In order to implement provisions of the General Accounting and Budgetary Procedures Act (Arkansas Code Annotated §19-4-101 et. seq.) the following procedures must be followed:

All agencies must submit an Annual Operations Plan (A.C.A. §19-4-607) by **May 30, 2003** supported by the required forms (Director approval letter, Annual Funds Center Totals by Cost Center, Annual Funds Center Worksheet – PBAS Annual Quarterly Worksheet - PBAS, Income Certification(s), and Salary Projection Report) to the Department of Finance and Administration, Office of Budget. The approved program will be entered into the Arkansas Administrative Statewide Information System (AASIS).

Act 1022 of 2003 revises the annual fiscal process for all agencies funded from the State Central Services Fund and the Constitutional Officers Fund.

SB710 which has not been enacted, amending the Arkansas Revenue Stabilization Law, changes the name of the State General Services Fund to the Miscellaneous Agencies Fund. The bill further outlines a formula for the Chief Fiscal Officer of the State to use for determining funding allocations for agencies operating from the fund. The Budget Analyst will provide the funding level available during the Annual Operations Plan process.

A.C.A § 19-4-606 (7) requires Performance Budgeting and Accountability agencies to submit a semiannual progress report to the Legislative Council and the appropriate interim committees. The detail and format for the progress report will be developed by the Legislative Council prior to the required submission.

These instructions and forms are available on the DFA - Office of Budget web site at:

www.accessarkansas.org/dfa/budget

The following laws require special attention when preparing the fiscal year 2004 Annual Operations Plan:

- A.C.A. §19-5-206 requires a 1.5% charge against certain agencies from cash funds as defined under A. C. A. §19-4-801.
- A.C.A. §25-16-903 through A.C.A. §25-16-905 provides authorization and restrictions regarding stipends and expense reimbursements for members of Boards and Commissions.

- A.C.A. §21-12-502 requires notification by agencies to the Legislative Council and to the DFA - Office of Personnel Management of plans to implement layoffs of state employees due to privatization of programs.
- A.C.A. §21-4-501 allows for the payment of accrued sick leave for retiring employees. While it is difficult to budget for this unknown event, agencies are cautioned about the fiscal impact of this legislation.
- A.C.A. §19-4-2201 requires Legislative Council or Joint Budget Committee review of certain discretionary grants awarded by state agencies.

DEFINITIONS

- **ANNUAL OPERATIONS PLAN:** A program prepared by an agency containing the proposed expenditures and anticipated resources for the ensuing fiscal year as required by A.C.A. §19-4-607.
- **FUNDS CENTER:** An appropriation granted by the General Assembly to make expenditures and incur obligations, **IF FUNDS ARE AVAILABLE**, for specific purposes. For Performance Budgeting and Accountability agencies, each program is a funds center.
- **SUB FUNDS CENTER:** The level at which budgets are entered into the system. For Performance Budgeting and Accountability agencies, each objective is a sub funds center.
- **BLOCK:** The portion of an appropriation, which cannot be budgeted by an agency due to insufficient revenue or other budgetary restraints. Also referred to as deferment.
- **CARRY FORWARD APPROPRIATION:** As permitted by law, specific appropriated amounts authorized to carry forward from one fiscal year to another to make expenditures and incur obligations, **IF FUNDS ARE AVAILABLE**, for specific purposes.

INFORMATION TECHNOLOGY INITIATIVE

A.C.A. §25-33-101 et. seq. outlines the duties of the Executive Chief Information Officer for the State of Arkansas as well as a CIO Council to address the information technology needs of the State.

Budgets for Fiscal Year 2004 should be developed compliant with the agency's technology plan. Any assistance with these requirements may be addressed through the Office of Information Technology or the DFA-Office of Budget.

ANNUAL OPERATIONS PLAN

All agencies will utilize the Strategic Enterprise Management - Business Planning and Simulation (SEM-BPS) system to prepare their Annual Operations Plan. SEM-BPS is an automated system designed to enable agencies to develop a budget according to the General Accounting and Budgetary Procedures Law. Agency personnel have been trained on the system and on the reports necessary to fulfill the requirements of the Annual Operations Plan. Agencies that do not have terminal access to SEM-BPS will coordinate entry of their plan data with the Office of Budget Analyst assigned to assist the agency.

The Office of Budget requires a letter signed by the Agency Director indicating knowledge and approval of the final Annual Operations Plan.

The Salary Projection process is a component of the SEM-BPS system and is designed to allow agencies online flexibility for changing information relating to positions. Personal Services Matching is automatically calculated for corresponding salary data and posted to the correct cost element, cost center, funds center and fund.

NOTE: A.C.A §21-5-406 requires a monthly contribution to the State Employees Insurance program based on the number of positions budgeted within a funds center. The Personal Services Matching commitment item has been automated to calculate insurance amounts. Agencies are cautioned against changing this automated calculation as it could result in insufficient funding to pay insurance vouchers while remaining responsible for this obligation. The agency contribution for Fiscal Year 2004 will be \$280 per month for each budgeted position.

Reporting is done through the use of the Business Information Warehouse - Business Explorer Analyzer. Agencies can view reports online or may generate paper copies of reports as required. Final copies of the required budget reports routed to the Office of Budget, with other required documents, signifies completion of the Annual Operations Plan. The Office of Budget will review and approve final forms online and forward the documents to the Office of Accounting for final processing. All agencies have received training on running reports using Business Explorer Analyzer. Analysts in the Office of Budget are available to advise and assist as necessary.

Agencies that do not have terminal access to the SEM-BPS system will coordinate budget development with the Analyst that is assigned to the agency.

The final Annual Operations Plan will be copied (retracted) to the Arkansas Administrative Statewide Information System (AASIS) in a detail plan for Fiscal Year 2004 where it will be integrated into the AASIS data for each agency.

PREPARATION OF QUARTERLY ALLOTMENTS

The Office of Budget will advise each Agency of its General Revenue funding level. The Agency determines the amount of any Special or Other Revenues to be received for the 2003-2004 Fiscal Year and prepares quarterly allotments that correspond to availability of funding. Quarterly Allotments must be based on the financial requirements for the Agency's spending for the fiscal year and may not exceed available funding. **Budgeted amounts may not exceed anticipated revenues as indicated on the Certification of Income Form. Completion of Certification of Income Forms is required for all budgeted appropriations, including General Revenue funded appropriations.** Further, Certifications of Income must include funding for "estimated" Carry Forward balances of appropriation as may be authorized by law.

ADMINISTRATION OF ANNUAL OPERATIONS PLANS

Any time during the fiscal year that changes to the Annual Operations Plan result in an increase or decrease in the appropriation and/or funding allocated for expenditure, corresponding adjustments to the Annual Operations Plan must be made in the detail plan in AASIS. Revised Certifications of Income must be submitted to accurately reflect any changes in income and operating budget totals.

ADMINISTRATION OF PAY PLAN

The Regular Salaries and Personal Services Matching budget should be based on the Salary Projection Report. Report totals should correspond to monthly amounts on the SEM-BPS system. Numbers of positions budgeted may not exceed the Personnel CAP Restriction established for each agency. **Requests for CAP increases should be submitted to the Office of Budget no later than May 16, 2003, to provide sufficient time for review prior to completion of the Salary Projection Report.** Approval of increases to CAP levels will only be considered upon presentation of strong justification.

Merit Adjustment Funds may be certified initially during Fiscal Year 2004 to the extent of the maximum available as provided by the Office of Budget. The Certification of Income Form will document this allocation. Funding of the pay plan, Career Service Recognition Payments and the Career Ladder Incentive Program (CLIP) will be provided first through resource reallocations within an agency. Merit Adjustment Funds will only be provided in the fourth quarter of the fiscal year, and only if resource reallocations are not sufficient to cover the costs of the pay plan, Career Service Recognition Payments and/or the CLIP. Merit Adjustment Funds are only available to General Revenue funded agencies.

REQUIRED DOCUMENTS

The following original forms with signatures must be submitted with the Annual Operations Plan:

- Director approval letter. A letter signed by the Agency Director indicating knowledge and approval of the final Annual Operations Plan.
- Certification(s) of Income.
- Fiscal Monitoring Procedures.

The following form must also be submitted with the Annual Operations Plan. This form does not require signatures.

- State Agency Publications.

The following final reports must also be submitted with the Annual Operations Plan:

- Annual Salary Projection
- Career Service Projection
- Annual Commitment Item Summary
- Annual Funds Center Totals by Cost Center
- Annual Funds Center Worksheet - PBAS
- Annual Quarterly Worksheet - PBAS

PLEASE NOTE: When preparing the Fiscal Year 2004 Annual Operations Plan, attention should be paid to the Governor's Executive Order 98-04 (and Act 34 of 1999) requiring state agencies to publicly disclose when they do business with statewide constitutional officers, legislators, state employees or their immediate family members. The Department of Finance & Administration, Office of Internal Audit (682-0370) may be contacted for further information on the implementation of this Executive Order.

SALARY BUDGETS

The Annual Salary Projection Report is provided by the Office of Budget to assist agencies in budgeting salary dollars for Fiscal Year 2004. The final version of this report must be returned to the Office of Budget with the Annual Operations Plan.

The Annual Salary Projection Report is in accordance with the pay plan implementation policy of the Chief Fiscal Officer of the State (A.C.A. §21-5-202 et. seq.). The following conditions are reflected in the Report:

- This report is based on payroll information as of April 14, 2003 for positions authorized for Fiscal Year 2004. The report reflects the pay schedule contained in SB755 which has not been enacted.
- The graduated pay plan increase effective July 1, 2003 has been provided for classified positions based on SB755 which has not been enacted.
- Salaries for non-classified positions have been adjusted to reflect the maximum amount in the agency's 2003 appropriation act.
- The salary for vacant classified positions is calculated at Pay Level 1 of the Fiscal Year 2004 pay schedule in SB755 which has not been enacted. Vacant unclassified positions reflect the maximum amount in the agency's 2003 appropriation act.
- The graduated pay plan increase cannot result in a salary exceeding Pay Level 4 as provided in SB755 which has not been enacted. However, amounts above Level 4 will be paid as a lump sum at the end of the FY04 fiscal year in accordance with SB75 should it be enacted.
- The 4-digit Class Code with Position is the Class Code at which the employee is currently being paid. Authorized Class Code and Pay Grade is the Class/Grade cited in the Agency's 2003 Appropriation Act or in the Uniform Classification and Compensation Act (Act 923 of 2003).
- Maximum Hourly Rate is the employee's hourly rate of pay as of April 14, 2003. New Hourly Rate is the hourly rate of pay the employee will be eligible for on July 1, 2003.
- Salary amounts are distributed based on calendar days in the month.
- Positions that are designated as Career Ladder Incentive Program (CLIP) positions are reflected with YES in the CLIP field. No adjustments have been made to salary levels for CLIP positions.

Certain positions are eligible for Career Ladder Incentive Program Bonus Awards up to 8.0% of salary in accordance with A.C.A §21-5-1101. CLIP Bonus payments are not reflected in the Annual Salary Projection Report.

Funding for positions affected through the CLIP Program is to be provided through salary savings and/or reallocation of resources. **Only after both of these resources are exhausted will consideration for funding from the Merit Adjustment Fund (for General Revenue Funds only) be reviewed by the Department of Finance and Administration - Office of Budget. Salary budgets prepared for Fiscal Year 2004 should not anticipate receiving Merit Adjustment Funds for implementation of the CLIP Program until such time as salary savings can be determined in the fourth quarter of the fiscal year.**

- Extra Help positions are included in the Annual Salary Projection Report. Extra Help positions that are filled will include the salary data for the incumbent employee as of April 14, 2003.

PERSONNEL CAP RESTRICTIONS

Agencies operating within the Executive Branch will not be allowed to budget more positions than established through the Personnel CAP Restriction Policy.

CAP levels reflect the maximum number of positions an agency anticipates having filled at any one time during the Fiscal Year. Annual Operations Plans should be prepared according to agency needs. Agencies may request an increase in the CAP level by submitting a letter including a **strong** justification to the Administrator of the Office of Budget. **Agencies should submit this request no later than May 16, 2003 in order for a CAP level to be established PRIOR to the deadline for submission of the Annual Operations Plan.**

CAREER SERVICE RECOGNITION PAYMENTS

State Employees with more than ten (10) years service in State Government are eligible for a Career Service Recognition Payment as authorized by A.C.A. §21-5-106, up to a maximum of \$600.00 for more than twenty-five (25) years service.

The cost of Career Service Recognition Payments has not been included in the Annual Salary Projection Report. However, the Office of Budget has produced a separate Career Service Report. This report is in accordance with the career service implementation policy of the Chief Fiscal Officer of the State (A.C.A. §21-5-106). This report will be produced before salaries are distributed and will reflect the career service payment amount in the month it is due. When Regular Salaries are distributed, the Career Service amounts are also distributed. **The Career Service amount has been loaded in Commitment Item 5010000 (Regular Salaries) and Cost Element 5010001010. Corresponding matching amounts have been calculated for Career Service payments.**

DETAIL PLAN INSTRUCTIONS

GENERAL INFORMATION

All agencies, (except the Highway and Transportation Department, Game and Fish Commission, Constitutional Offices with appropriations included in the General Appropriation Bill, and Institutions of Higher Education), **must** prepare and submit detail plans (budgets) as a part of their Annual Operations Plan. Minimum requirements are that detail plans must be prepared for all treasury and cash appropriations by commitment item (character code), except construction, at the cost center level. **(Amounts are reflected in whole dollars.)**

DETAIL PLANS MUST BE SUBMITTED TO THE OFFICE OF BUDGET BY MAY 30, 2003.

The Office of Budget will assist agencies in preparation of detail plans as necessary. Except for the agencies mentioned above, all agencies will be using the SEM-BPS budget preparation system. Agencies that do not have terminal access to SEM-BPS will coordinate entry of their plan data with the Office of Budget Analyst assigned to the agency.

Prior to submitting final documents, agencies are encouraged to review the Fiscal Year 2004 Annual Operations Plan Checklist on page 9 of this document. Inquiries should be directed to the Office of Budget, at 682-1941.

PREPARATION OF THE DETAIL PLAN

Initially, the Detail Plan that has been loaded into the SEM-BPS budget system represents the agency biennial budget for FY04 for non-personnel items. Amounts have been extracted from the Biennial SEM-BPS budget system for cost centers, funds, funds centers, commitment items, and cost elements. Personnel and position data was extracted from AASIS as of April 14, 2003 and updated with information from the Biennial SEM-BPS budget system.

Agencies preparing FY04 Annual Operations Plans in the Performance Budgeting and Accountability System (PBAS) format will enter data by cost element at the objective (sub funds center) level. Funds centers, sub funds centers and cost center structures have been created to reflect agency programs and objectives. To the extent possible, position data and non-personnel data have been converted to the PBAS structure.

Although budgets will be entered by cost element at the objective level, budget control for expenditures will be at the program level as designated in the 2003-05 biennial appropriation act.

ANNUAL OPERATIONS PLAN CHECKLIST FISCAL YEAR 2004

IMPORTANT DATES:

April 14, 2003	Personnel information extracted from AASIS
April 21, 2003	Annual Operations Plan Packets distributed to Agencies.
May 16, 2003	Requests for changes in Personnel CAP due to the Office of Budget.
May 30, 2003	Final Annual Operations Plan due to Office of Budget.
July 1, 2003	Start of Fiscal Year 2004

AGENCY ANNUAL OPERATIONS PLAN COMPONENTS: (Required)

- Salary Projection Report - Final
- Career Service Projection Report - Final
- Annual Quarterly Worksheet – PBAS – Final
- Annual Funds Center Worksheet – PBAS - Final
- Annual Funds Center Totals by Cost Center - Final
- Annual Commitment Item Summary - Final
- Agency Director Approval Letter (Requires signature.)
- Certification of Income Forms (Requires signatures) for all funds centers (appropriations), including those funded by general revenue, equal to or greater than budget (including certification for appropriations with Carry Forward Authority)
- Fiscal Monitoring Form (Requires signatures.)
- Agency Publication Listing

SALARY PROJECTION REPORT:

- Total number of budgeted positions does not exceed CAP or limits established by Special Language.
- Total number of budgeted positions is reflected in insurance amounts.
- Budgeted amounts (Cost Element 5010001000) correspond to Salary Projection totals.
- Career Service Recognition Payments budgeted separately (Cost element 5010001010).
- Total salary budget within funding guidelines.
- **Written** explanation for positions budgeted for less than 12 months.

DETAIL BUDGETS:

- Fiscal year totals do not exceed amounts authorized in agency acts unless accompanied a Miscellaneous Federal Grant request .
- Quarterly Allotments are reasonably distributed and do not exceed anticipated funding distribution and Income Certifications.
- The 1.5% Service Charge for Cash Funds as required by A.C.A. §19-5-206 is budgeted.

INSTRUCTIONS FOR COMPLETING THE ANNUAL QUARTERLY WORKSHEET - PBAS

All agencies (Excluding Highway and Transportation Department, Game and Fish Commission, Constitutional Offices, Institutions of Higher Education, Retirement Systems, and Cash Funded Boards and Commissions) **MUST USE THE ALLOTMENT PROCESS.**

The Annual Quarterly Worksheet - PBAS will be produced automatically by the SEM-BPS system, and all totals from the system will post by quarter to the Funds Center/Fund/Commitment Item in which a budget was entered. If required, adjustments will be made through the Agency Validation process.

(For Example: If an Agency requests additional appropriation through the Miscellaneous Federal Grant process, the detail budget would reflect the budget as if the additional appropriation were approved. These amounts post upward to the Annual Quarterly Worksheet. This additional appropriation causes the budget to exceed the authorized appropriation. Through the Agency Validation process, the amount would be reduced to the authorized amount.)

The following page is an example of an Annual Quarterly Worksheet - PBAS report produced from the SEM-BPS system.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Annual Quarterly Worksheet-PBAS

Fiscal Year 2004
 Business Area Title DEPT OF ENVIRON QUALITY
 Business Area Code 0930
 Funds Center Title Air Program
 Funds Center Code 0930P01
 Commitment Item Title Operating Expenses
 Commitment Item Code 5020002

Fund	Fund Title	1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment	4th Qtr Allotment	Total Allotment
SPE0100	Wtr,Slid Wst & Mics	249,326.00	249,326.00	249,326.00	249,326.00	997,304.00
SPE0300	Air Permit Fees	25,242.00	25,242.00	25,242.00	25,242.00	100,968.00
SPET500	ADEQ Clean Air T5	25,243.00	25,243.00	25,243.00	25,243.00	100,972.00
Grand Total		299,811.00	299,811.00	299,811.00	299,811.00	1,199,244.00

INSTRUCTIONS FOR COMPLETING THE ANNUAL FUNDS CENTER WORKSHEET - PBAS

The Annual Funds Center Worksheet – PBAS is a summary of authorized appropriation amounts, blocked amounts and budget by Commitment Item for each funds center (Program) authorized for an agency. If an agency allocates its appropriation, the quarterly totals will equal those amounts entered on the Annual Quarterly Worksheet - PBAS through an automatic posting to the Annual Funds Center Worksheet - PBAS. **EVEN THOUGH THIS PROCESS IS AUTOMATED, AGENCIES ARE ENCOURAGED TO CHECK ALL AMOUNTS FOR ACCURACY.**

QUARTERLY ALLOTMENT - This is the budget by Commitment Item needed to meet quarterly requirements. The purchase of capital items should be scheduled for the quarter following the greatest revenue collection. Agencies supported by General Revenues should budget capital expenditures during the fourth quarter. Also, agencies using commitments should allot funds in the quarter that the commitment is made instead of the quarter of actual expenditure

The sum of the quarterly allotments by Commitment Item, plus the blocked amount, will equal the total Commitment Item amount budgeted. **All cash and federal appropriations are not required to budget by quarterly allotment.**

AUTHORIZATION – This refers to the agencies 2003 – 05 appropriation act(s).

AUTHORIZED – This is the authorized appropriation for this funds center (Program).

COMMITMENT ITEM – This is a special commitment item – 599:99:99 - established exclusively for Performance Budgeting and Accountability agencies.

BLOCKED – This amount will automatically calculate by Program the amount of appropriation not budgeted for FY04.

TOTAL PLAN – This is the total operating budget for this funds center.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Funds Center Worksheet-PBAS

Fiscal Year 2004
 Business Area Title DEPT OF ENVIRON QUALITY
 Business Area Code 0930
 Funds Center Title Air Program
 Funds Center Code 0930P01

Authorization	Authorized	Commitment Item	Blocked	Total Plan
Act 1416 OF 03	10,000,000.00	5999999	744,309.00	9,255,691.00

Commitment Item		1st Quarter Allotment	2nd Quarter Allotment	3rd Quarter Allotment	4th Quarter Allotment	Total
Regular Salaries	5010000	1,278,416.00	1,278,416.00	1,264,520.00	1,264,520.00	5,085,872.00
Extra Help	5010001	11,311.00	11,311.00	11,188.00	11,188.00	44,998.00
Personal Serv Match	5010003	335,183.00	335,183.00	331,540.00	331,539.00	1,333,445.00
Operating Expenses	5020002	299,811.00	299,811.00	299,811.00	299,811.00	1,199,244.00
Travel-Conferences	5050009	28,852.00	28,852.00	28,852.00	28,852.00	115,408.00
Prof. Fees & Serv.	5060010	292,026.00	292,026.00	292,026.00	292,026.00	1,168,104.00
Capital Outlay	5120011	77,155.00	77,155.00	77,155.00	77,155.00	308,620.00
Grand Total		2,322,754.00	2,322,754.00	2,305,092.00	2,305,091.00	9,255,691.00

CERTIFICATION OF INCOME

The Office of Budget maintains a record of certified funding sources for agency appropriations. Agencies must submit a Certification of Income Form (form attached) for appropriations funded from all sources **including General Revenue**. This certification is used as the basis for preparation of the Annual Operations Plan, with appropriation budgeted **only** if there is sufficient revenue anticipated to fund expenditures. The Certification of Income Form includes language that indicates the significance of the information provided by the Agency. **The Operating Budget Total box on the Form reflects the actual operating budget for each corresponding appropriation so that funding equals or exceeds budgeted amounts.** Any changes made to funding or available appropriation during the fiscal year requires submission of a revised Certification of Income form to insure deficit spending does not occur. **Appropriations must remain blocked or deferred to the extent they exceed certified income and/or available revenue.**

CARRY FORWARD AUTHORITY

Where law permits, estimated funding to be carried forward on June 30 to the new fiscal year and included in the Annual Operations Plan must be included in Certifications of Income. The actual Carry Forward amounts will be verified by the Office of Budget and processed during the first week of the new Fiscal Year. The Agency should submit amended Certifications of Income to reflect the actual amount of carry forward funding as soon as possible after the beginning of the fiscal year.

FISCAL YEAR REVISIONS

Agencies may revise Certifications of Income at any time during the fiscal year to facilitate program commitments or increase/decrease revenue projections and resulting financial obligations of the agency. Revisions require corresponding adjustment to the organizational budget recorded in the Arkansas Administrative Statewide Information System (AASIS). **The Agency Director and Agency Fiscal Officer are responsible for the amounts budgeted and certified and therefore, are required to sign Certification of Income Forms.**

CERTIFICATION OF INCOME

2004 Fiscal Year

AGENCY NAME	Arkansas State Library	AGENCY #	0519
APPR. NAME	State Operations	APPR. CODE	054
FUND NAME	State Library Account	FUND CODE	EPA

We have reviewed and certify that our agency expects to receive the anticipated revenues reflected herein to fund this appropriation. The agency will monitor these funds during the course of the year and if at any time it appears that these funds will not be received or additional funds become available, we will file an amended form and make appropriate budgetary adjustments.

In the following section please detail by funding source the revenue components your agency expects to receive. If there are multiple sources for any category, please attach a worksheet that details each separate revenue source.

Funding Category	Description	Amount
Fund Balance		
Special Revenues		
Federal Revenues		
Revolving Funds		
Cash Funds		
Other		
General Revenue (*)	Revenue Stabilization	2,792,157
Merit Adjustment (**)		81,970
TOTAL FUNDING		\$ 2,874,127
OPERATING BUDGET TOTAL		\$ 2,874,127

§ 19-1-611. Civil penalty. If the public officer or employee is found by the court to have knowingly violated the fiscal responsibility and management laws, the court shall impose a civil penalty upon the public officer or employee of not less than one hundred dollars (\$100), nor more than one thousand dollars (\$1,000) for each violation, and may subject the public officer or employee to the payment of damages resulting as a direct consequence of any violation.

AGENCY FISCAL OFFICER	DATE
AGENCY DIRECTOR	DATE

(*) General Revenue Funding in accordance with the Official Revenue Forecast of Net Available General Revenue for Distribution.

(**) Merit Adjustment Funding will be available in 4th Quarter only if salary savings are insufficient to cover allocations.

FOR ILLUSTRATION ONLY

FISCAL MONITORING PROCEDURES

A major responsibility of State Agency administrators is to maintain a working knowledge of the fiscal and programmatic affairs of the agency. The Agency Director and Fiscal Officer are responsible for assuring sufficient funds are available to support a budget with continued monitoring of fund receipts and expenditures and making appropriate adjustments when it is apparent that funds are insufficient and expenditures may exceed funds. Further, it is the responsibility of the Director and Fiscal Officer to comply with provisions of the General Accounting and Budgetary Procedures Act cited in A.C.A. §19-4-102 (a)(2)(B) which prohibits deficit spending, A.C.A. §19-4-704 which prohibits an agency from incurring any obligations without appropriation, and A.C.A. §19-4-705 (a) which prohibits obligations unless there are funds available for payment of the obligations. The Fiscal Monitoring Form (attached) must be completed and submitted with the Annual Operations Plan.

FISCAL MONITORING PROCEDURES

2004 FISCAL YEAR

AGENCY NAME/NUMBER Arkansas State Library/0519

In the following sections please describe the procedures that your agency will use to monitor
are in place to safeguard against deficit spending:

Revenue Monitoring Procedures:

Program managers have input and are made aware of all funding available to the
agency and to their cost centers. This information is updated monthly for all revenue
sources. Agency director meets periodically with administrative staff to discuss any
changes in revenue.

Expenditure / Obligations Monitoring Procedures:

For FY04, AASIS reports will be produced for agency program managers and
administrative staff who will be able to monitor obligations as they are incurred and
determine the effect on budgets.

No obligations are incurred without prior authorization by means of signed forms
created for agency use. Agency purchase requests and travel authorization forms
created in Omniform are available on the local area network for staff to create
requests which are coded to the section budgets and signed by authorized program
administrators before funds can be obligated by AASIS purchase requisitions and
purchase orders.

Agency Fiscal Officer Date

Agency Director Date

FOR ILLUSTRATION ONLY

STATE AGENCY PUBLICATIONS LISTING

A.C.A §25-1-204 requires a reduction in unsolicited publications published and distributed by State agencies. Each agency is required to submit with each annual budget request, a list of state publications, which are required by statutory law and provide the reason(s) for continuation and distribution of the required reports. An example of the form is attached. This form must be completed and submitted to the Office of Budget as a part of the Annual Operations Plan.

STATE AGENCY PUBLICATIONS

Fiscal Year 2004

A.C.A. §25-1-204

AGENCY: Department of Education - Arkansas State Library AGENCY #: 0519

NAME OF PUBLICATION	STATUTORY AUTHORIZATION ACT# OR A.C.A	REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED & DISTRIBUTED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Annual report	ACA 25-1-105	X	25	Each state board or commission shall file an annual mission statement with the Governor and the Legislative Council. Each state board or commission shall file an annual statement summarizing the board or commission's activity during the previous year.
		FOR ILLUSTRATION ONLY		

FUND BALANCE EXPENDITURE PLAN

Many agency appropriation acts include special language requiring approval from the Chief Fiscal Officer of the State for proposed expenditures that would cause the fund balance in certain funds to decline below an amount specified in the appropriation act. The documentation requesting approval of the expenditures shall include the following:

- A plan that clearly indicated the specific fiscal impact of such expenditures on the fund balance.
- Information clearly indicating and explaining what programs would be cut or any other measures to be taken by the agency to restore the fund balance.
- The extent to which any of the planned expenditures are for one-time costs or one-time purchase of capital items.
- A statement certifying that the expenditure of fund balances will not jeopardize the financial health of the agency, nor result in a permanent depletion of the fund balance.

The Chief Fiscal Officer of the State will approve or disapprove all or any part of the request after having sought prior review by the Legislative Council.

Agencies should develop an Annual Operations Plan that minimizes the necessity to spend in excess of the limitations of the Act.

The following form has been developed to assist agencies in complying with this restriction.

FUND BALANCE EXPENDITURE PLAN

2003 - 2005 Biennium

AGENCY NAME : Arkansas State Library

FUND CODE/NAME: NSL0100/State Library Traveler

MONTH IN WHICH BALANCE WILL FALL BELOW SPECIFIED March-04

Specified	Month End	
Balance: <u>\$ 42,676.00</u>	Balance: <u>\$ 40,251.00</u>	Difference: <u>\$ (2,425.00)</u>

The 84th General Assembly placed special language in some agency appropriation acts that requires prior approval by the Chief Fiscal Officer of the State and prior review by the Legislative Council before expenditures are made that would deplete the balance of certain funds below a specified amount found in the act.

Fund Balance Expenditure Plan:

What is the specific impact of the expenditures on the fund balance? Expenditures of March 2004 will cause the fund balance to temporarily fall below the specified level.

Will the fund balance be restored? If so, how? The fund balance will be restored by a grant to the project which will be received in April 2004.

Are the expenditures for one-time costs or the one-time purchase of capitalized items ?

Explain: These expenditures are for operating costs of the project but previous expenditures in the fiscal year were for the one-time purchase of capital items.

Statement certifying that the expenditure of the fund balance will not jeopardize the financial health of the agency or result in the permanent depletion of the fund balance:

These expenditures which will cause the fund balance to fall below the specified amount will not jeopardize the financial health of the agency because the project periodically receives additional funds, and the project can be eliminated when all funds are used.

FOR ILLUSTRATION ONLY

Agency Fiscal Officer/Date

Agency Director/Date

Arkansas Legislative Council: <input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
Reviewed	Not Reviewed	Date

Chief Fiscal Officer of the State: <input type="checkbox"/>	<input type="checkbox"/>	<u> </u>
Approved	Disapproved	Date

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Annual Salary Projection

4/23/03

Business Area DEPARTMENT OF EDUCATION
Business Area 0500

Funds center		Cost center	Position	Class	CLIP Flag	Class	Pay Grade	Employee	No. of Pos.	Max Hrly Rate	New Hrly Rate	2003-04	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
2BP	ASMS-Payroll Pay	350908	22112962	7611	No	7611	7611	SAMPLE	1	23.4716	24.0819	48,821	0	0	0	0	0	0	0	0	0	0	0	0	0	
		Total	Total	Total	Total	Total	Total	Total	1	23.4716	24.0819	48,821	0	0	0	0	0	0	0	0	0	0	0	0	0	
435	Fed Grnts Adm	349306	22082779	D124	No	D124	22	SAMPLE	1	26.5295	27.2193	56,616	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082786	R010	No	R010	17	SAMPLE	1	10.7784	11.0586	23,002	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082890	R264	No	R204	19	SAMPLE	1	16.0300	16.4468	34,209	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082895	A111	No	A111	18	SAMPLE	1	18.2925	18.7681	39,038	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082898	A111	No	A111	18	SAMPLE	1	19.8494	20.3655	42,360	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082899	R264	No	A111	18	SAMPLE	1	17.3003	17.7501	36,920	0	0	0	0	0	0	0	0	0	0	0	0	0	
			Total	Total	Total	Total	Total	Total	6	108.7801	111.6084	232,145	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Total	Total	Total	Total	Total	Total	6	108.7801	111.6084	232,145	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22077350	9255	No	9255	9255	Not assigned	1	28.8461	29.5961	61,560	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		22082736	E028	No	E028	21	SAMPLE	1	25.7778	26.4480	55,012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
620	St Oper	350100	22082755	R009	No	R009	15	SAMPLE	1	10.3910	10.6612	22,175	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082766	R264	No	R168	19	SAMPLE	1	20.6225	21.1587	44,010	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082782	R009	No	R009	15	Not assigned	1	9.2236	9.4634	19,684	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082827	909Z	No	909Z	22	Not assigned	1	14.3447	14.7177	30,613	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082855	R009	Yes	R010	17	SAMPLE	1	9.2236	9.4634	19,684	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082879	R010	No	R010	17	SAMPLE	1	19.3621	19.8655	41,320	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082885	R010	No	R010	17	SAMPLE	1	15.0631	15.4547	32,146	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082900	R266	No	R266	20	SAMPLE	1	23.4220	24.0310	49,984	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082901	D123	No	D123	21	SAMPLE	1	17.2644	17.7133	36,844	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082918	R290	No	R290	21	Not assigned	1	13.4780	13.8284	28,763	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082919	R135	Yes	R170	25	SAMPLE	1	20.1634	20.6876	43,030	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082920	D123	No	D123	21	SAMPLE	1	17.7477	18.2091	37,875	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082930	D036	No	D036	21	SAMPLE	1	15.6382	16.0448	33,373	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082936	9039	No	9039	9039	SAMPLE	1	38.5846	39.5878	82,343	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22082944	D036	No	D036	21	Not assigned	1	13.4780	13.8284	28,763	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22083013	R290	No	R290	21	SAMPLE	1	24.5154	25.1528	52,318	0	0	0	0	0	0	0	0	0	0	0	0	0	
			22083027	909Z	No	909Z	22	SAMPLE	1	27.0598	27.7634	57,748	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083028	909Z	No	909Z	22	Not assigned	1	14.3447	14.7177	30,613	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083034	909Z	No	909Z	22	SAMPLE	1	26.5295	27.2193	56,616	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083051	A123	No	A123	23	SAMPLE	1	28.1143	28.8453	59,998	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083053	031Z	No	031Z	26	Not assigned	1	18.4462	18.9258	39,366	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083059	9952	No	9952	9952	SAMPLE	1	47.1956	48.4227	100,719	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			22083060	9945	No	9945	9945	SAMPLE	1	54.9543	56.3831	117,277	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Total	Total	Total	Total	Total	Total	Total	25	589.3281	604.6506	1,257,673	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	25	589.3281	604.6506	1,257,673	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		Total	Total	Total	Total	Total	32	721.5798	740.3409	1,538,640	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

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PLEASE NOTE THAT SALARY HAS NOT BEEN DISTRIBUTED ON THIS SAMPLE REPORT

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Career Service Projection

4/23/03

Fiscal Year 2004
Business Area Title DEPARTMENT OF EDUCATION
Business Area Code 0500

Code	Funds Center	Cost Center	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
435	Fed Grnts Adm	349306 Fed Ind Costs-435	22082779 D124	9414 SAMPLE	0	0	0	0	0	0	0	300	0	0	0	0
			22082786 R010	7751 SAMPLE	0	0	0	0	0	0	0	0	400	0	0	0
			22082890 R264	9334 SAMPLE	0	0	0	0	0	500	0	0	0	0	0	0
			22082895 A111	9326 SAMPLE	0	0	0	600	0	0	0	0	0	0	0	0
			22082898 A111	8803 SAMPLE	0	600	0	0	0	0	0	0	0	0	0	0
			22082899 R264	8678 SAMPLE	0	600	0	0	0	0	0	0	0	0	0	0
620	St Oper	350100 Central Admin	22082766 R264	8907 SAMPLE	400	0	0	0	0	0	0	0	0	0	0	0
			22082879 R010	8490 SAMPLE	0	0	600	0	0	0	0	0	0	0	0	0
			22082885 R010	9072 SAMPLE	0	0	400	0	0	0	0	0	0	0	0	0
			22082900 R266	9318 SAMPLE	0	0	0	0	0	0	0	0	0	0	0	600
			22082919 R135	8787 SAMPLE	0	0	0	0	0	0	0	400	0	0	0	0
			22083027 909Z	7607 SAMPLE	0	0	0	0	0	0	0	0	0	300	0	0
			22083034 909Z	8394 SAMPLE	0	0	0	0	0	0	0	600	0	0	0	0
			22083051 A123	8362 SAMPLE	0	0	0	0	0	0	0	0	0	300	0	0

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Annual Commitment Item Summary

4/23/03

Fiscal Year 2004
Business Area Title AR STATE LIBRARY
Business Area Code 0519
Funds Center Title Library-State Oprs
Funds Center Code 054

Commitment Item		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
5010000	Regular Salaries	131,068	131,068	126,840	131,068	126,840	131,068	131,068	122,612	131,068	126,840	131,068	126,840	1,547,448
5010001	Extra Help	2,203	2,203	2,132	2,203	2,132	2,203	2,203	2,061	2,203	2,132	2,203	2,132	26,010
5010003	Personal Serv Match	33,582	33,582	32,499	33,582	32,499	33,582	33,582	31,416	33,582	32,499	33,582	32,499	396,486
5020002	Operating Expenses	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	1,629,756
5050009	Travel-Conferences	62	62	62	62	62	62	62	62	62	62	62	62	744
5120011	Capital Outlay	941	941	941	941	941	941	941	941	941	941	941	941	11,292
Grand Total		303,669	303,669	298,287	303,669	298,287	303,669	303,669	292,905	303,669	298,287	303,669	298,287	3,611,736

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Annual Funds Center Totals by Cost Center

4/23/03

Business Area Title AR STATE LIBRARY
 Business Area Code 0519
 Fiscal Year 2004
 Funds Center Title Library-State Oprs
 Funds Center Code 054

Cost Center	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
357201	Office of Sta Libn	5010000	19,512	19,512	18,882	19,512	18,882	19,512	19,512	18,253	19,512	18,882	19,512	18,882	230,365
		5010001010 Career Service	178	178	172	178	172	178	178	166	178	172	178	172	2,100
		Total	19,690	19,690	19,054	19,690	19,054	19,690	19,690	18,419	19,690	19,054	19,690	19,054	232,465
	5010003	5010005000 03 FICA & Medic Exp	1,489	1,489	1,441	1,489	1,441	1,489	1,489	1,393	1,489	1,441	1,489	1,441	17,580
		5010006000 03 Ben Ins Exp HAL	1,004	1,004	972	1,004	972	1,004	1,004	939	1,004	972	1,004	972	11,855
		5010007000 03 Retirement Exp	1,951	1,951	1,888	1,951	1,888	1,951	1,951	1,825	1,951	1,888	1,951	1,888	23,034
		Total	4,444	4,444	4,301	4,444	4,301	4,444	4,444	4,157	4,444	4,301	4,444	4,301	52,469
	5020002	5020001000 Postage	33	33	33	33	33	33	33	33	33	33	33	33	396
		5020002000 Telecomm Wired	230	230	230	230	230	230	230	230	230	230	230	230	2,760
		5020005000 Freight	6	6	6	6	6	6	6	6	6	6	6	6	72
		5030008000 Office Equip Maint	74	74	74	74	74	74	74	74	74	74	74	74	888
		5040005000 Rent of Facilities	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	22,860
		5050001000 02 Mileage	15	15	15	15	15	15	15	15	15	15	15	15	180
		5070002000 Vehicle Insurance	109	109	109	109	109	109	109	109	109	109	109	109	1,308
		5070003000 Bld Contents Ins	16	16	16	16	16	16	16	16	16	16	16	16	192
		5080006000 Assoc Member Dues	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	21,576
		5080022000 Other Expenses Svc	123	123	123	123	123	123	123	123	123	123	123	123	1,476
		5090005000 Fuel Purchases	9	9	9	9	9	9	9	9	9	9	9	9	108
		5090006000 Office Supplies	77	77	77	77	77	77	77	77	77	77	77	77	924
		5090011000 Photo Supps Mats	46	46	46	46	46	46	46	46	46	46	46	46	552
		5090016000 Shop Indust Supps	1	1	1	1	1	1	1	1	1	1	1	1	12
		5090018000 Subscriptions Pubs	61	61	61	61	61	61	61	61	61	61	61	61	732
		5090030000 Other Comm Mat Supp	40	40	40	40	40	40	40	40	40	40	40	40	480
		Total	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	54,516
	Total	Total	28,677	28,677	27,898	28,677	27,898	28,677	28,677	27,119	28,677	27,898	28,677	27,898	339,450
357241	ASL Board Services	5020002	881	881	881	881	881	881	881	881	881	881	881	881	10,572
		5050013000 02 Other Travel Exp	9	9	9	9	9	9	9	9	9	9	9	9	108
		5050019000 Board Memb Stipend	100	100	100	100	100	100	100	100	100	100	100	100	1,200
		5050020000 Board Memb Trav Exp	83	83	83	83	83	83	83	83	83	83	83	83	996
		5070003000 Bld Contents Ins	3	3	3	3	3	3	3	3	3	3	3	3	36
		Total	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	12,912
	Total	Total	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	12,912
357261	Grants and Res	5010000	7,479	7,479	7,238	7,479	7,238	7,479	7,479	6,997	7,479	7,238	7,479	7,238	88,302
		5010001010 Career Service	102	102	98	102	98	102	102	95	102	98	102	98	1,201
		Total	7,581	7,581	7,336	7,581	7,336	7,581	7,581	7,092	7,581	7,336	7,581	7,336	89,503
		5010005000 03 FICA & Medic Exp	577	577	559	577	559	577	577	540	577	559	577	559	6,815
		5010006000 03 Ben Ins Exp HAL	502	502	486	502	486	502	502	467	502	486	502	486	5,925
		5010007000 03 Retirement Exp	748	748	724	748	724	748	748	700	748	724	748	724	8,832
		Total	1,827	1,827	1,769	1,827	1,769	1,827	1,827	1,707	1,827	1,769	1,827	1,769	21,572
		5020002	2	2	2	2	2	2	2	2	2	2	2	2	24
		5020002000 Telecomm Wired	17	17	17	17	17	17	17	17	17	17	17	17	204
		5040005000 Rent of Facilities	995	995	995	995	995	995	995	995	995	995	995	995	11,940
		5070003000 Bld Contents Ins	13	13	13	13	13	13	13	13	13	13	13	13	156
		5080022000 Other Expenses Svc	51	51	51	51	51	51	51	51	51	51	51	51	612
		5090006000 Office Supplies	7	7	7	7	7	7	7	7	7	7	7	7	84
		Total	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	13,020
	5050009	5050012000 09 Parking Fees	5	5	5	5	5	5	5	5	5	5	5	5	60
		Total	5	5	5	5	5	5	5	5	5	5	5	5	60
	Total	Total	10,498	10,498	10,195	10,498	10,195	10,498	10,498	9,889	10,498	10,195	10,498	10,195	124,155
Grand Total			Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total

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